

**INDEPENDENT SCHOOL DISTRICT NO. 625**  
**Saint Paul, Minnesota**  
**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION**  
**June 5, 2012**

**I. CALL TO ORDER**

The meeting was called to order at 4:05 p.m.

**II. ROLL CALL**

PRESENT: Mr. Brodrick, Ms. Street-Stewart, Ms. Carroll, Ms. Doran, Ms. Seeba, Ms. O'Connell, Superintendent Silva and Ms. Polsfuss, Assistant Clerk

ABSENT: Director Hardy

**III. ORDER OF THE AGENDA**

**MOTION: Ms. Carroll moved approval of the Order of the Agenda; motion seconded by Ms. Street-Stewart.**

The motion passed with the following roll call vote:

Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Ms. Doran	Yes
Ms. Seeba	Yes
Ms. O'Connell	Yes

**V. NEW BUSINESS**

**A. Presentation of the Human Resource Transactions**

The Executive Director of Human Resources stated the purpose of June 5, 2012 special board meeting was to ask for Board approval for the non-renewal of probationary teachers. He went on to say the Data Privacy Act prevents discussion of individual data, thus only summary data will be discussed.

He noted MN Statute 122A.41 (Cities of the First Class) applies to Saint Paul Public Schools. This law defines the probationary period as the first three (3) years of consecutive employment. During the probationary period, any annual teaching contract may or may not be renewed, for any reason. Subsection 4 (b) of The Act says that a probationary teacher is deemed to have been re-employed for the ensuing school year, unless the school board gives written notice before July 1 of the termination of employment. Therefore, all non-renewed teachers must be notified prior to July 1.

The probationary period is a time for the District and the employee to determine if the employment relationship is meeting their expectations. Even though SPPS may non-renew for ANY reason, common reasons include:

- License (not fully licensed for the position which they hold)
- Performance - not meeting expectations (effective instruction, classroom management, team work/professional behavior).
- Budget - vacancies are fewer than needed to place current staff.

- Some combination or other relevant reasons (training)

He went on to say the Non-Renewals for approval on June 5, 2012 are all performance related with the exception of one license non-renewal. 13 of the 20 probationary teachers recommended for non-renewal were supported through the Peer Assistance and Review Program (PAR). These teachers worked with a PAR-consulting teacher who provided significant coaching and mentoring during the school year. Both the PAR consultant and the principal evaluated these teachers and the PAR consultant made a recommendation for non-renewal to the PAR Board. The PAR Board then provided recommendations to the Superintendent. Teachers not served by PAR received a minimum of two observations which are reviewed with the teacher who is then provided additional assistance if not meeting standards of effective teaching. Supports include mentors and professional development.

All teachers recommended for non-renewal were notified in writing and given the option to meet with their Assistant Superintendent to discuss the reasons for the non-renewal. Assistant Superintendents then made their recommendations to the Superintendent.

This year, teachers were also given the option to resign their employment prior to final recommendation to non-renew. A total of 15 teachers, who would have been recommended for non-renewal, chose this option.

**QUESTIONS/DISCUSSION:**

- In the past, there was some concern about what the record would reflect for people recommend for non-renewal. Response: The record will reflect they resigned. This does not prevent the District from indicating the reason for resignation in the personnel records and making future recommendations accordingly.
- No one on the list was non-renewed for budgetary reasons, correct? Response: That is correct; there were no non-renewals due to budgetary concerns.
- Were they all for performance reasons? Response: 19 were non-renewed for performance and one for licensure issues.
- So there is no stigma connected to anyone? The official response from HR will show only non-renewal and will not show the performance or budgetary reasons? Response: Yes, that is correct. For internal future reference, the District can flag the records. For external inquiries, the indication would be they were non-renewed.
- Non-renewals, will the ones who resigned get unemployment? Response: That is a decision to be made by the unemployment judge. Our report will indicate they resigned and generally, that makes them ineligible.
- Seven did not go through the PAR system what was done for those individuals? Response: The Par Board looks at new teachers coming into the district and assigns a PAR consultant. When there are a large number of new teachers coming into the system PAR consultants are assigned more broadly if it is too large a number. The District has negotiated an agreement with PAR Board that, in future, all probationary teachers will have a PAR consultant at some point during their three-year probationary period. This is only the second year SPPS has utilized PAR in the district. In the past new teachers were assisted by having a mentor. If a new teacher does not have a PAR consultant, principals are aware of issues their staff members may have and will offer other supports to meet the need. All new teachers receive support of some kind.
- A Board member noted he had asked the questions to ensure the District had tried it best to make these individuals successful. Response: Administration assured the Board the District had observed and supported all of the teachers with the goal of making them successful in the classroom.

**MOTION: Ms. Carroll moved approval of the Human Resource Transactions as presented. Ms. Street-Stewart seconded the motion.**

The motion passed with the following roll call vote:  
Mr. Brodrick Yes

Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Ms. Doran	Yes
Ms. Seeba	Yes
Ms. O'Connell	Yes

## VI. ADJOURNMENT

**MOTION:**                    **Ms. Doran moved the meeting adjourn. Motion seconded by Ms. Carroll.**

The motion passed with the following roll call vote:

Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Ms. Doran	Yes
Ms. Seeba	Yes
Ms. O'Connell	Yes

The meeting adjourned at 4:25 p.m.

For clarity and to facilitate research, these minutes reflect the order of the original Agenda and not necessarily the time during the meeting the items were discussed.

Prepared and submitted by  
Marilyn Polsfuss  
Assistant Clerk, St. Paul Public Schools Board of Education